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## CITY OF CARLSBAD APPLICATION REQUIREMENTS FOR:

## PLANNED UNIT DEVELOPMENT/CONDOMINIUM RESIDENTIAL ADDITION PERMIT (PDRAP)

A Planned Unit Development (PUD) Residential Addition Permit is an administrative permit to allow a property owner of an existing single-family or duplex Planned Unit Development or Condominium unit to construct additional improvements (garage, workshop, porte cochere, guesthouse, room addition or other habitable structure). This amendment must be publicly noticed and requires Planning Director approval.

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

The following materials shall be submitted for each application or for combined applications on a single project.

- I. <u>REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)</u>
- **A. SITE PLAN** Four (4) copies drawn to scale and fully dimensioned on 24" x 36" sheet(s). Each site plan shall contain the following information:

## 1. GENERAL INFORMATION Dimensions and locations of all structures on the property. Dimensions and locations of driveways. Distance between buildings and/or structures. c. Location, height, and materials of walls and fences. Property lines (bearings and distances) and centerlines of street. e. Existing easements. f. The location of structures on all adjacent properties. Location of "exclusive use areas." h. Lot size. i. Total building (lot) coverage - existing and proposed. Setback dimensions for required front, rear and side yards for all structures. k. Clear distinction between existing building area and proposed building area. 1. В. BUILDING ELEVATIONS AND FLOOR PLANS - Four (4) copies drawn to scale and prepared on 24" x 36" sheet(s). Floor plans shall indicate the proposed use of each room. II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS A. Completed Land Use Review Application Form. Completed Project Description Form. В. Completed Disclosure Statement. C. Public Noticing Information - The following information is needed to adequately inform D. surrounding property owners of your request for a PDRAP. A typewritten list of names and addresses of all property owners within a 100-foot radius

Form 5 Revised 04/04 Page 1 of 2

of the subject property, including the applicant's and owner's address. The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.

One (1) set of mailing labels of the property owners within a 100-foot radius of the subject property. The list <u>must</u> be typed in all **CAPITAL LETTERS**, **left justified**, **void of any** 

**punctuation**. For any address other than a single-family residence, an apartment or suite number must be included but Apt., Suite, and Bldg. # must NOT appear in the street address line. DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT provide addressed envelopes -PROVIDE LABELS ONLY. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, MS Line Draw 11 pt. Sample labels are as follows:

UNACCEPTABLE	UNACCEPTABLE	ACCEPTABLE
Mrs. Jane Smith	Mrs. Jane Smith	MRS JANE SMITH
123 Magnolia Ave., Apt #3	123 Magnolia Ave.	APT #3
Carlsbad, CA 92008	Apt. #3	123 MAGNOLIA AVE
	Carlsbad, CA 92008	CARLSBAD CA 92008

- 3. A map to scale not less than 1" = 100' showing each lot within 100 feet of the exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owner's list. The scale of the map may be reduced to scale acceptable to the Planning Director if the required scale is impractical.
- 4. A statement to be signed by the applicant certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office.

F.	Fees: See Fee Schedule for amount.
G.	Payment of current First Class Postage rate for each mailing label you submit.
H.	Homeowners Association's Decision - Documentation indicating HOA or design committee's
	decision on the project, as well as related conditions or comments.

## III. PROCESSING TIME

Processing times can vary greatly depending on the issues raised and the completeness and clarity of your submittal package. The Planning Director shall make his decision <u>no sooner</u> than <u>15 days</u> after the City has mailed the property owner notices.

Once the application is submitted, the project will be assigned to a planner. In the course of reviewing your application, staff may request additional items (i.e. preliminary title report) be submitted in order to adequately review and process the application. Processing time is approximately 5 to 6 weeks. The Planning Director's decision to approve or deny your request for a Planned Development Residential Addition Permit will be sent to you by mail.

Please call the Planning Department Counter at 760-602-4610 if you have any questions.